

**LIBRARY AIDE I  
BEAVERTON CITY LIBRARY  
20 hours per week**

**SALARY RANGE:** \$14.42 - \$19.34 per hour

**CLOSING DATE:** November 26, 2014

**ABOUT THE JOB:** Library Aide I Shelves open and close the library, use automated materials handling system to check in materials, and shelve returned library materials.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Shelve and maintain order of materials
- Move, distribute, and assist with processing of incoming and outgoing materials manually and using materials handling equipment
- Assist with opening, maintaining, and closing libraries
- Inspect materials for damages and process accordingly
- Provide minimal directional assistance to patrons and refer other questions

**TO QUALIFY APPLICANTS NEED:**

- Knowledge of the alphabet, English grammar, spelling and arithmetic
- Ability to operate library computer systems
- Knowledge of the Dewey decimal system
- Ability to understand written and verbal instructions
- Ability to establish and maintain effective working relationships with co-workers, volunteers, and the general public
- Ability to bend and lift books above head and from ground level, push and maneuver bookcarts and perform repetitive physical tasks for prolonged periods of time

**HOW TO APPLY:** All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at [www.beavertonoregon.gov](http://www.beavertonoregon.gov).

**VETERANS PREFERENCE:** If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.

**LIBRARY AIDE I  
SUPPLEMENTAL QUESTIONS  
NOVEMBER 2014**

1. Explain how your experience and education have prepared you for this position.
2. On average our department checks in 6000 items a day. This work requires someone who can balance a high level of accuracy with a fast pace. Talk about other work you've had that requires this balance and how you achieve it.
3. The schedule for this position will be as follows:

Saturday, 8:45am-5:15pm

Sunday, 8:45am-5:15pm

Monday, 5:15pm-9:15pm

Do you have any conflicts with this schedule?